



DEPARTMENT OF THE ARMY  
MANEUVER SUPPORT CENTER OF EXCELLENCE  
NONCOMMISSIONED OFFICERS ACADEMY  
14030 MSCOE LOOP, SUITE 2520  
FORT LEONARD WOOD, MO 65473-9118

ATZT-NCC-B

2 March 2019

MEMORANDUM FOR Students of the Chemical, Biological, Radiological and Nuclear (CBRN) Advanced Leaders Course (ALC)

SUBJECT: Welcome Letter

1. Congratulations on being selected to attend CBRN ALC Class XXX-19. This memorandum is intended to assist you with reporting and in-processing while attending school at the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officer Academy (NCOA) for Phases I, II & III.
2. Upon arrival at Fort Leonard Wood, report to the billeting office located at BLDG 2020, Candlewood Suites (directly across from the post commissary located on Nebraska Ave) where you will check-in and be assigned your Building and Room. Prior to arrival you may call (573) 586-4800, 1-800-677-8356 or visit the following site (<http://www.ihg.com/armyhotels/hotels/us/en/reservation>) if you have any questions. Reservations are not needed since you will be provided a room based on your ATRRS reservation. You will need to ensure that you have your Government Travel Card with you since you will be charged a \$25 incidental charge for the room upon check-in.
3. You must check into lodging on your **Report Date** and there is no requirement to inform the NCOA of your arrival. First formation will be held on the **Start Date** (following day) at 0500 for all personnel. The first formation will be held inside MSCoE Bldg, 3203 MANSCEN Loop, Thurman Hall, Room 1522 or 1521. The graduation for this class is the scheduled **End Date** of the entire course (Phase III) at 0930hrs; hours are subject to change. Training days are **six** days a week Monday through Saturday. The uniform for the first formation will be APFU for all three phases: shorts and short sleeve shirt will be worn (long sleeve with shorts, jacket and pants are weather dependent). **No spandex** will be worn at this formation, as a height and weight screening will be conducted during in-processing. Additional in-processing will also be conducted following the height and weight screening. The Army Physical Fitness Test (APFT) is scheduled for Day 2 of Phase I & II.

4. You are **NOT** authorized or will be allowed to bring privately owned weapons, stun guns, or knives with a blade over three inches in length. These items are not permitted to be brought to the course and cannot be stored in billeting. **DO NOT BRING THEM.**

5. **YOU MUST BRING THE FOLLOWING ITEMS TO THE FIRST FORMATION:**

- a. DA Form 1059 showing completion of Basic Leader Course **(Mandatory)**
- b. HAZMAT Awareness Certification Training **(Mandatory)** for Phase I. In addition bring a copy of HAZMAT Operations and Technical Certification Training if already certified for Phase II and III. **(Mandatory)**
- c. Structured Self Development 2 (SSD2 or Distributed Leader Course 2(DLC 2)) Certificate or ALC DA Form 1059. See ALARACT 126/2014 Change 2 for details. **(Mandatory)**
- d. Enlisted Record Brief (ERB) or Soldier Record Brief (SRB), dated 1-week prior to class start date. **(Mandatory)**
- e. DA Form 1610, with amendment orders if applicable.
- f. Total Army School System Unit Pre-Execution Checklist (April 2016). Must be signed by your Unit Commander prior to attending the course. The document can be found on Army Career Tracker (ACT) website, you must register and be part of the NCO Academy community using the ACT registration attachment and following this link: <https://actnow.army.mil/>
- g. DA Form 705 (Current APFT Card within the last 60 days)
- h. DA Form 5500/5501-Body Fat Worksheet (if applicable within the last 30 days)
- i. DA Form 3349-SG (Permanent) (if applicable) (If you have a P3/P4 you must have a copy of MMRB results) **(THIS MUST BE ON THE NEW VERSION DATED 2016, NO OTHER VERSIONS WILL BE ACCEPTED)**
- j. **Optical Inserts for M50 Mask or M40 Mask** (Mandatory for students required to wear glasses)
- k. CAC Card and ID tags (ensure your ID card has all/current certificates uploaded)
- l. Students over 40, must bring completed physical or PHA with Cardio Vascular Screening (if Applicable) If you are 40 years of age or older, you must provide this documentation in order to train. That is you must provide a Memorandum for Record from your Primary Care Physician (Military) stating that you are cleared to take an APFT and don required PPE **(For U.S. Army Reserve or National Guard students only:** If you do not have a military physician available, you can use your civilian physician). Failure to provide a valid over forty screening will result in being denied enrollment in the course. A copy of your PHA will not be accepted without a CVS (Cardio Vascular Screening/EKG).
- m. Student In-processing Personal Data Sheet (see attached)
- n. Completed Student's Chain of Command Contact Information Sheet (see attached)
- o. Know your AKO username and password.

**NOTE: Items listed as “MANDATORY” don’t fall into the 72 hour rule and are required during initial In-processing on the first day for validation or denied enrollment will occur. If you are missing any other items, you must make arrangements to have them faxed to you at commercial: (573) 563-8134 within 72 hours of in-processing. You must have extra copies of these documents for personal records. Copies will not be made at the time of in-processing. Failure to provide these documents after the 72 hour deadline may result in being denied enrollment to the course.**

**Ensure that you label the fax:**

**ATTN CBRN ALC Class \_\_\_\_\_**

**SGL Name: \_\_\_\_\_**

6. Distance Learning HAZMAT Awareness Certification. **This is a course prerequisite to be completed prior to attending the CBRN Advance Leader Course Phase 1.** All NCOs attending this course will need to go to the website (listed below). When you go to the site, you need to sign-in as a “**new user**” and complete the training. The training will take approximately 4-6 hours to complete. Once you have completed the training and passed the certification exam, you must “**click on the link**” at the bottom of the training completion page. This will send an e-mail verification to the IFSAC database where your successful completion of training will be recorded and a certificate of completion can be printed out. Ensure that you print your certificate from the website in case you do not receive your actual IFSAC certificate prior to the course. To find the HAZMAT Awareness course:

Website for Distance Learning HAZMAT AWARENESS TRAINING:

<https://totalforcevllc.golearnportal.org/>

Total Force:

- 1) Go to <https://totalforcevllc.golearnportal.org/>
- 2) Click the "Register here"
- 3) Enter your @mail.mil email address
- 4) Click "Accept" for the terms
- 5) Go to email account and go to link provided
- 6) Fill in all mandatory user information and SUBMIT
- 7) Click "My Courses" ----> "Fire & Emergency Services Training"
- 8) Scroll down and select "47201W\_01 Hazardous Materials Awareness" Begin the Course

**This training must be completed NLT 10 days prior to attending school. You must bring this certificate of training to the course for initial in-processing.**

7. **MANDATORY EXEMPTION from attending CBRN ALC Phase I** will be requested if you already possess an **IFSAC or ProBoard HAZMAT Operations and Technician Certificate with a Seal number**. A DA Form 4187 must be signed by the first O5 within the Soldiers chain of command certifying the Soldiers credentials. For all Active Duty/Active Guard Reserve (AGR), actions go to the CMF 74 Manager – Mr. Darrell Martin at [darrell.w.martin.civ@mail.mil](mailto:darrell.w.martin.civ@mail.mil). For Troop Program Units (TPU)/Reserve Component actions, please contact your Brigade or State ATRRS Manager to process your exemption request; and all ARNG actions go to their state bureau.

8. Participation in the Sensitive Site Assessment practical exercise requires students to be medically cleared for wear of Air-Purifying Respirators and Positive-Pressure Self-contained Breathing Apparatus (SCBA). Students are required to be able to lift and carry 45lbs for a period of 30 minutes. Students will be in a medical surveillance program to monitor them during actual hands-on training exercises. During HAZMAT medical screening, students will participate in a medical screening questionnaire with a licensed medical physician. This questionnaire will be reviewed by the General Leonard Wood Army Community Hospital Occupational health staff. If the student is cleared, they will be given a medical clearance for the duration of the course. A medical baseline of each student's vital signs will also be obtained for medical surveillance use during training exercises. Students who cannot be medically cleared will go through an additional medical screening to determine if you will be medically dropped from the course.

9. The following requirements for training at the Chemical Defense Training Facility (CDTF) are provided to help prepare students for toxic agent training. Adherence to the requirements listed below are mandatory and failure to adhere them will result in student dismissal from CDTF training, which is required to graduate from the course. Hair styles need to be clean and conducive to the proper wear and fit of the protective mask. Students **WILL NOT BE ALLOWED** to train at the CDTF if they have hair extensions (artificial or natural), beads, braids, dreadlocks, nail attachments (finger or toe) to include acrylic nails, or any other artificial devices attached to their person to include piercing paraphernalia, medical patches (i.e. birth control, nicotine, or any other patches) and need to have them removed prior to attendance to the course. **The M50 PRO-MASK OPTICAL INSERTS are needed for students who are required to wear glasses during normal operations.** Students that do not possess the M50 version pro-mask optical inserts will be afforded the opportunity to be fitted during Phases II or III but are strongly recommended to bring their M40 inserts. Inserts required are for M50 and M40 pro-mask, not your unit PPE or SCBA systems.

**NOTE: Hair styles need to be clean and conducive to the proper wear and fit of the protective mask. Hair must be “free flowing,” in that all fibers of the hair must lay flat under the protective mask head harness. Hairstyles that prevent thorough washing of the scalp and hair (for example, tight braids) may not be worn into the hot area. Prohibited hair styles include, but may not be limited to braids, buns, beads, dreadlocks, corn rows, and weaves. Hair extensions permanently attached**

(medical implants) are permitted provided the hair lays flat and is not styled in a prohibited fashion. Facial hair growth must present no interference of any kind with the sealing surface of the protective mask; this includes mustaches, beards and sideburns. A regulation compliant mustache generally poses no mask fit issue and is permitted. Personnel with beards will be denied access to toxic agent training.

10. Transportation is the responsibility of the student's unit. In-bound Students must pre-arrange their own transportation using airline, bus, POV or other means. If you are NOT driving, it is highly recommended for students to fly directly into Fort Leonard Wood (TBN). If that option is not available, students will fly into either Springfield, MO or St Louis, MO; both airports are 150 miles from Fort Leonard Wood, and the NCOA does not provide transportation to or from either airports. The use of a rental car is not required; however, it is highly recommended. That decision is determined by the Unit Chain of Command. **Note: Students will not plan on departing FLW prior to 1700hrs when completing Phases I or II and not before 1500hrs for Phase III graduation.**

11. IAW TRADOC, The Criterion Written Assessment is required to be completed upon the first phase of PME. For CBRN ALC, this will be done on in-processing day for Phase I & Phase II (if exempt from Phase I). You will be given an hour to complete the writing assessment, reviewed by your assigned Small Group Leader and then will provide feedback on your writing skills. This feedback will allow students to give attention to known strengths and developmental needs corresponding to course writing assignments.

12. You may also utilize the following sources for information (packing list and syllabus) and course updates:

- a. MNCOA CBRN ALC ACT Welcome Page: <https://actnow.army.mil/>
- b. CBRN ALC Syllabus: <https://actnow.army.mil/>
- c. CBRN ALC Packing List: <https://actnow.army.mil/>
- d. MNCOA Facebook Page:  
<https://www.facebook.com/pages/MSCoENonCommissioned-OfficersAcademy/315832898528896?fref=ts> or search "MSCoE NCOA"
- e. Log into to the CBRN Blackboard, <https://www.blackboard.wood.army.mil/>, using your AKO user name and password (For example: [assane.queye@us.army.mil](mailto:assane.queye@us.army.mil); user name: assane.queye and password: xxXX@1234xxx) **DO NOT USE CAC CARD**; this will significantly reduce login issues once you arrive at the NCOA.

13. Special exemptions/accommodations (e.g. medical or religious):

- a. Any special request for exemption to Army regulation/policies must be accompanied by approved documentation and a Memorandum signed by the

Unit Commander acknowledging the exemption. Memo is not needed with a DA 3349-SG, physical profile.

- b. Accommodations will be on a case-by-case basis. A memorandum signed by the unit commander will be required acknowledging the accommodation and to validate that the unit is aware of request. This memo will also state what policy/procedures the unit has put in place for the Soldier.

14. I strongly recommend that you review all documents attached in the welcome email to include the syllabus. The syllabus will explain what areas will be trained and tested.

15. The point of contact for this memorandum is the undersigned at 573-563-7469 or BB# (573) 855-4847, [assane.queye.mil@mail.mil](mailto:assane.queye.mil@mail.mil).

*Assane Queye*  
ASSANE GUEYE  
1SG, USA  
Course Chief